

**Day-to-
Day
1**

**In-Formal
2**

**Formal
3**

Specific Ideas to Strengthen DHS Recognition Plans



Publicize and practice the three types of recognition:

- 1) Day-to-Day**
- 2) In-Formal**
- 3) Formal**

DAY-TO-DAY IDEAS

1. DHS administration and management mingle/eat lunch etc. with all levels of staff
2. Staff is invited to administration and regional leadership meetings as way to recognize their input
3. Create a Recognition Tool Box for administration and management
 - ⇒ Thank you notes
 - ⇒ Lapel pins
 - ⇒ Certificates of Recognition
 - ⇒ Blue Ribbons
 - ⇒ Recognition Business Cards for tasks well done, turned in at Performance Evaluation
 - ⇒ "Freedom Card" – Get out of the office free (for a specific period of time)
 - ⇒ Recognition Cards to be put in offices for drawings (prize not yet determined)
 - ⇒ Pocket sized mini-praise cards for giving to employees

IN-FORMAL IDEAS

1. Welcome and recognize all new employees coming into DHS
 - ⇒ Use NEO opportunity
 - ⇒ Stories in Human Touch or Division newsletters – *"Why did you chose to come to our office?"*
 - ⇒ Pictures on *"In The Limelight"* walls or bulletin boards
 - ⇒ Specific welcome from teams
2. *"In The Limelight"* walls or bulletin boards in offices or facilities
 - ⇒ Employees of the Month have a picture taken and posted
 - ⇒ Letters of Appreciation posted
 - ⇒ Positive media articles/stories posted
 - ⇒ Space in each building to post positive recognition of employees and their service
3. Spotlight DHS employees completing professional development
 - ⇒ Trainings completed
 - ⇒ College degrees earned
 - ⇒ Certificates earned (i.e. CPM or others)
4. Write and mail Thank You cards to employee's home address and/or families

FORMAL IDEAS

1. Regular articles in the Human Touch
 - ⇒ Spotlight DHS employees practicing recognition
 - ⇒ Reinforcement of DHS Recognition slogan
 - ⇒ Tips for recognition included in each Human Touch as on-going ideas
 - ⇒ Recognize DHS employees practicing Lisa-Michele Church's stated goals for DHS
(For example – an employee cutting across division and/or department lines to serve a client)
2. Set up (or use existing) key "Pillar Events" to tie recognition opportunities
 - ⇒ DCFS – Annual Child Welfare Institute
 - ⇒ Substance Abuse and Mental Health Conference
 - ⇒ Support Services Conference (or similar for admin. Staff)
 - ⇒ USDC conference
 - ⇒ Any other DHS conferences or regional conferences
 - ⇒ Troubled Youth Conference
 - ⇒ DSPD Support Coordinator's Conferences
 - ⇒ JJS conferences
 - ⇒ Public Service Week (Governor's Proclamation of Recognition for Public Service)
 - ⇒ Employee Appreciation Week
3. Add to supervisory, management and administrative performance plans expectation of on-going and regular employee recognition. Are you recognizing your employees?

OTHER IDEAS

Possible slogans/pins/promotional items

- ⇒ "I'm Appreciated"
- ⇒ "You Make a Difference"
- ⇒ "Caring is Always in Season"
- ⇒ "Together We Shine"
- ⇒ "Touching One Life At a Time"
- ⇒ "Caring is a Work of Heart"
- ⇒ "STAR – Special, Terrific, Awesome, Remarkable"
- ⇒ "WOW – Wonderful Outstanding Worker"
- ⇒ "DOER – Dedicated, Organized, Efficient, Responsible"
- ⇒ "Whatever it Takes!"
- ⇒ "Thanks for Your Commit – 'mint'" (as in mints to eat)
- ⇒ "GEM – Go the Extra Mile"

Helpful Web Resources

- <http://www.bucketbook.com>
- www.carrotbooks.com
- www.nelson-motivation.com